

**AGENDA FOR THE
REGULAR MEETING
OF THE
KINGSPORT HISTORIC ZONING COMMISSION**

September 14, 2015

1:30 p.m.

Kingsport Development Services Center
201 W. Market Street
Bob Clear Conference Room

I. Introduction and Recognition of Visitors

At this time, Chairman Henderson extends a welcome to all visitors. Time will be allowed at the conclusion of the meeting for public comment.

II. Old Business:

1. Approval of the minutes for the regular meeting held July 13, 2015

III. New Business:

1. The Commission is requested to consider a Certificate of Appropriateness for 2248 Netherland Inn Road located in the Boatyard Historic District. The request is submitted by Cecil Sturgill.
2. The Commission is requested to consider a Certificate of Appropriateness for 200 Church Circle located in the Church Circle Historic District. The request is submitted by representatives of the First Baptist Church.
3. The Commission is requested to consider an alternate by-law amendment proposed by Park Hill resident, Skip Norrell.

IV. Other Business:

1. Review 213 Compton Terrace In-House (roof replacement)
2. Review 213 Compton Terrace In-House (repaint)
3. Review 219 W Wanola In-House (roof replacement)
4. Review 426 W Sullivan St In-House (roof replacement)
5. Public Comment

Adjournment

**MINUTES OF THE REGULAR MEETING OF THE
KINGSPORT HISTORIC ZONING COMMISSION**

July 13, 2015

1:30 p.m.

Members Present

Jim Henderson, Chairman
Jewell McKinney
Liza Harmon, Vice-Chairman
Ted Como
Beverley Perdue

Members Absent

David Oaks
Perry Crocker, Secretary

Staff Present

Corey Shepherd, Planner
Lynn Tully, AICP

Visitors Present

Morris Baker
Skip Norrell
Helen Whittaker
Pat Davis

Historic Zoning Commission (HZC) Chairman, Jim Henderson, opened the regular meeting at 1:25 p.m. Chairman Henderson welcomed the visitors and called for approval of the minutes from the June 2015 meeting. On a motion by Commissioner Como, seconded by Commissioner Perdue the regular meeting minutes were unanimously approved.

Under "New Business," the Commission is to consider a request is to approve the installation of a sign in honor of Charles Wright, National Poet Laureate (2014-2015). Mr. Wright spent much of his formative years in Kingsport and at the Kingsport Public Library. The sign is to be located on New Street near the "free library". Next, the Kingsport Public Library is requesting approval for a master landscaping plan. Planner Shepherd stated that since this is a City-owned property that the Kingsport Public Library is not subject to HZC approvals. The Kingsport Public Library requested to have this item heard to gather any potential recommendations from a historic perspective. Planner Shepherd turned the meeting over to the Commission for questions. Vice-Chairman Harmon asked questions regarding the location of the future monument to Charles Wright. Helen Whittaker, representative of the Kingsport Public Library, commented that it would be located near the "free library" and she spoke to the functionality of the free library. Next, Vice-Chairman asked about the choice of bushes that have thorns. Helen responded by saying that it keeps folks from lingering near the bushes for too long. Chairman Henderson noted his concerns about there being a great deal of posts present on the property. The Commission asked questions regarding potential vandalism of the new monument. Commissioner Perdue spoke to her personal experiences regarding vandalism. She noted, as a downtown resident, that she has not experienced any vandalism of her property or other properties downtown. Commissioner McKinney commented on the roses that were shown in the landscape plan and gave some personal advice regarding the maintenance of that particular type of rose. Vice-Chairman commended the Kingsport Public Library's choice for the location of the monument for Charles Wright. Chairman Henderson thanked Morris Baker and Helen Whittaker for attending the meeting and disclosing the project in full to the Historic Zoning Commission.

Next, under “New Business”, the Commission requested staff produce language that formalizes the procedure used for expedited Chairman Approvals. Planner Shepherd read aloud the language to be considered, “At the request of residents of certain historic zoning districts within the City of Kingsport, staff has prepared language that formally identifies and defines the procedure for expedited chairman approvals. It is the desire of the Kingsport Historic Zoning Commission and staff to make the historic zoning process as inclusive as possible. Minor improvements are defined as projects that do not alter the appearance or integrity of the structure (i.e. roof shingles, paint color, cosmetic repairs, etc.) from the district guidelines. The Historic Zoning Commission Chairman will review each application with the Building Official or designee to determine conformity.” Planner Shepherd then went over the procedure to the formally change the by-laws. Lastly, Planner Shepherd shared with the Commission the proposed City of Kingsport Code of Ordinance change that will be presented to the Board of Mayor and Alderman at an upcoming meeting. Planner Shepherd then solicited the Commission for questions. Visitor Skip Norrell requested that he be able to address the Commission regarding the by-law change. Mr. Norrell handed each of the Commissioners and Planner Shepherd a sheet with four questions regarding the by-law change. Mr. Norrell then read each of these questions aloud. Planner Shepherd then addressed each of the four questions (The four questions are listed below exactly as submitted by Mr. Norrell).

1. “Does the Commission intend Chairman to approve applications without input from the Commission and from the residents of the Historic Districts?”
2. Does the Commission intend to have the Building Official stop referring all applications to the Commission (as required by Municipal Coded) and start screening applications?
3. Does the Commission intend to stop including in-house approvals for information in meeting agendas?
4. Does the Commission intend that “design guidelines” rather than “Historic Districts Design Guidelines” be used to judge applications?”

Planner Shepherd reference the wording proposed as the by-law amendment to address the first question. Planner Shepherd continued by saying that the historic planner would work *with* the HZC Chairman to determine conformity to the guidelines. Secondly, Planner Shepherd stated the procedure outlined by the proposed by-law amendment is not a change from the current procedure. The building official issues building permits, if the property is in an historic district, the historic planner works the application through the process (in-house approval or formally in front of the Commission). If the project receives an in-house or formal Certificate of Appropriateness then, and only then, will the Building Official issue a building permit. The proposed wording of the by-law does not mean that the Building Official will cease referring applications to the HZC. Thirdly, Planner Shepherd stated that the historic planner does not intend to stop including in-house approvals for informational purposes in the packet. Staff did not feel it necessary to formally require that due to the size of some of the HZC packets. Planner Shepherd stated that he was not clear on the fourth question and turned the floor back to Mr. Norrell to clarify. Mr. Norrell then began to speak about question #1. Mr. Norrell spoke to his desire for residents to have input in the in-house approval process. Planner Shepherd stated that the residents currently do not have input in the in-house approval process nor will they moving forward if the proposed by-law change is passed during

this meeting. Planner Shepherd then fielded a question in regard to the Chairman granting COAs. Vice-Chairman Harmon stated that she did not believe that the Commission is relinquishing control to the Chairman. Commissioner Como reiterated his level of comfort with the wording of the by-law amendment. Chairman Henderson requested that the Commission and staff address all of Mr. Norrell's concerns. Vice-Chairman Harmon then reiterated her level of comfort with the wording. Planner Shepherd then shared with the Commission how he becomes aware of some particular projects. He shared with the Commission that the Building Department's Kristen Hodgson will contact him when any building permits are applied for within historic districts due to a computer system in place. Lastly, there was brief discussion about the fourth questions and it was deemed to be impertinent to the discussion. At this point, Vice-Chairman Harmon moved to approve and Commissioner Como seconded, the motion was approved unanimously with Chairman Henderson casting the fourth vote as Commissioner Perdue had to leave for an appointment.

Next, under "Other Business", Planner Shepherd began by giving the Commission a brief history of the property at 205-209 Compton Terrace, in the Park Hill Historic District. The property owner, Mrs. Pat Davis, demolished a chimney and deck without HZC approval. The Commission gave Planner Shepherd direction to determine the likelihood of legal action against Mrs. Davis and Planner Shepherd reported that there would not be any action taken against Mrs. Davis. Pat stated that she did not know about the historic zoning process and pleaded forgiveness. She went on to say that there were many issues related to insurance regarding the chimney and deck. The Commission and Mrs. Davis conversed at length regarding potential safety issues of a tenant of hers building a fire in the fireplace with a non-functioning chimney. Discussion continued for some time about the potential solutions. The conversation concluded with Chairman Henderson agreeing to met Mrs. Davis at the property to discuss concreting the fireplace.

Lastly, under "Public Comment", Mr. Norrell commented about the 205-209 Compton Terrace project and how he did not feel as if she should have been allowed to move forward without replacing the chimney. The Commission and Mr. Norrell engaged in a short discussion regarding the enforcement of regulations.

There being no further business, the meeting adjourned at 2:30 p.m.

Respectfully Submitted,

Perry Crocker, Secretary

MEMORANDUM

TO: Kingsport Historic Zoning Commission
FROM: Corey Shepherd, Planner
DATE: August 20, 2015
PROJECT: 15-104-00017
SUBJECT: Certificate of Appropriateness for 2248 Netherland Inn Road

INTRODUCTION:

The Commission is asked to consider granting a Certificate of Appropriateness for 2248 Netherland Inn Road, located in the Boatyard Historic District. The request is submitted by Tammie Dean.

PRESENTATION:

The request is to receive a Certificate of Appropriateness to approve the construction of a deck and canopy on the home at 2248 Netherland Inn Road.

ITEMS TO CONSIDER FROM BOATYARD GUIDELINES:

- “Porches. Original architectural details, shape, outline, roof height, and roof pitch shall be retained, as well as original porch materials.”



10 Ft. From the ground

Aerial



Proposed Location of Porch



Another View



From Netherland Inn Terrace



East



West



MEMORANDUM

TO: Kingsport Historic Zoning Commission
FROM: Corey Shepherd, Planner
DATE: September 3, 2015
PROJECT: 15-104-00021
SUBJECT: Certificate of Appropriateness for 200 W Church Circle

INTRODUCTION:

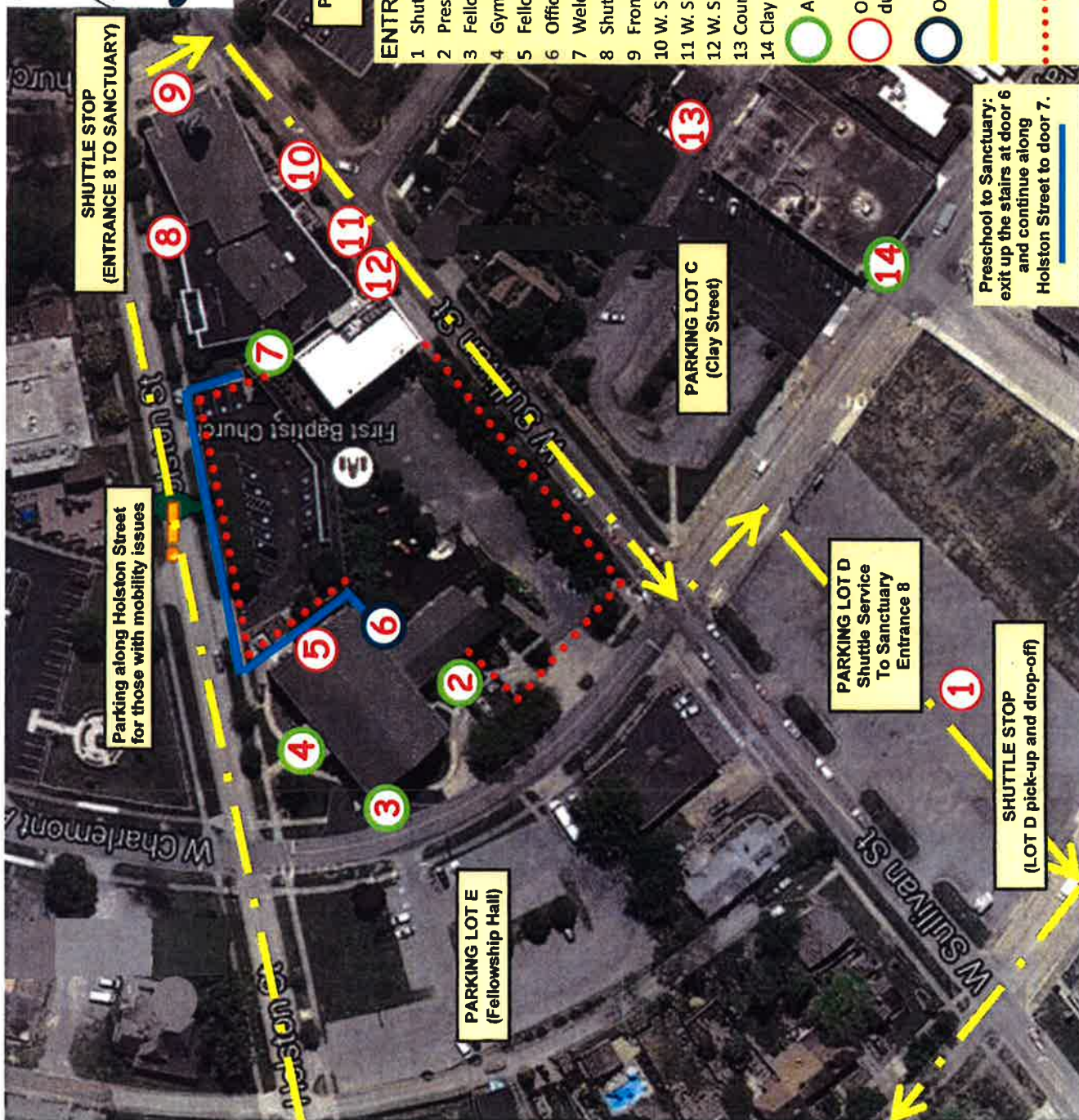
The Commission is asked to consider granting a Certificate of Appropriateness for 200 W Church Circle, located in the Church Circle Historic District. The request is submitted by Paul Hopkins of First Baptist Church.

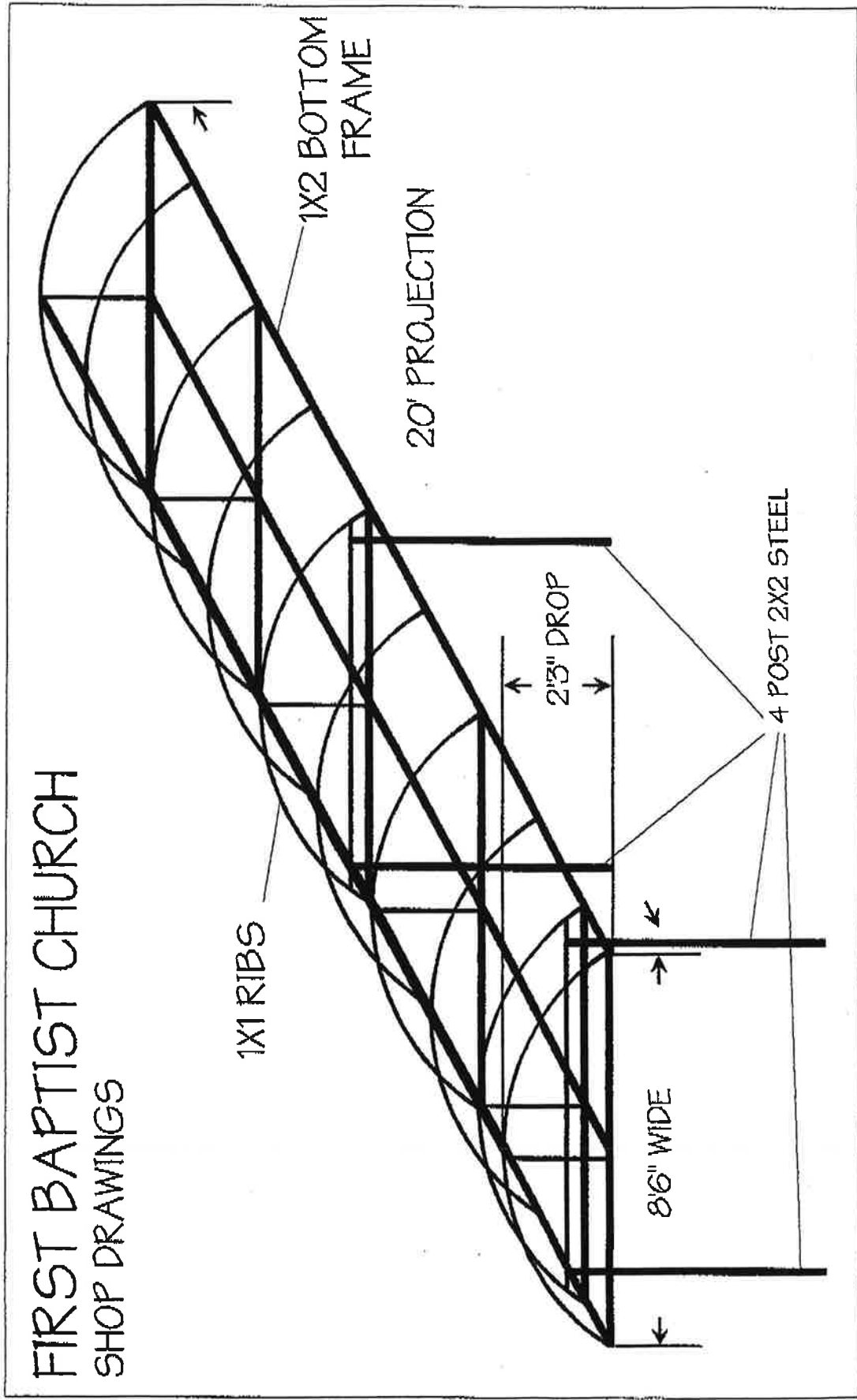
PRESENTATION:

The request is to receive a Certificate of Appropriateness to approve the construction of a fabric/steel canopy. An ongoing project at construction project at First Baptist Church has eliminated all handicap and senior parking space adjacent to the church. The church members are parking on Clay Street and city library lots with pick up by church vans and drop off at Holston Street entrance. The installation of this canopy will provide shelter to members and will match the existing canopy at First Baptist Church/gymnasium building.

ITEMS TO CONSIDER FROM CHURCH CIRCLE GUIDELINES:

- “General Principles”- Every reasonable effort shall be made to provide a compatible use for a property, requiring minimal alteration of the building, structure, or site and its environment, or to use a property for its originally intended purpose.”





Aerial



Existing Canopy at Gym Entrance



Existing Canopy at Gym Entrance



Proposed Location of Canopy



Proposed Location of Canopy



Proposed Location of Canopy



Sec. 114.242 (3)d.

Expedited procedures: The historic zoning commission chairman in conjunction with the building official or designee shall be responsible for reviewing an application that substantially conforms to the district guidelines and is minor. Minor improvements are like-for-like and will not alter the appearance or integrity of the district, (i.e. roof shingles, paint color, any cosmetic repair, etc.). Upon determining that the application is minor and conforms to district guidelines the application may be approved by the chairman subject to ratification by the historic zoning commission at its next public meeting.



CITY OF KINGSPORT, TENNESSEE

August 24, 2015

RE: In-house Approval

Mike Prescott
213 Compton Terrace
Kingsport, TN 37660

Dear Mr. Prescott:

This letter is to notify you of an in-house approval by the Historic Zoning Commission for the installation of a replacement roof, brownwood in color, located at 213 Compton Terrace, in the Park Hill Historic District.

This approval is good only for the actions listed above. Any other new or additional changes will require review by the Commission. Thank you and we hope your project is a successful one.

Sincerely,

Corey Shepherd
Historic Planner

cc: File
Building Official





CITY OF KINGSPORT, TENNESSEE

September 3, 2015

RE: In-house Approval

Mr. Mike Prescott
213 Compton Terrace
Kingsport, TN 37660

Dear Mr. Prescott:

This letter is to notify you of an in-house approval by the Historic Zoning Commission for the repainting of your home at 213 Compton Terrace the two approved Park Hill colors: Stewart-House Brown High Gloss & Desert Floor Semi-Gloss or an identical color of another brand.

This approval is good only for the actions listed above. Any other new or additional changes will require review by the Commission. Thank you and we hope your project is a successful one.

Sincerely,

Corey Shepherd
Historic Planner

cc: File
Building Official





CITY OF KINGSPORT, TENNESSEE

September 3, 2015

RE: In-house Approval

Mrs. Debbie Waggoner
219 W Wanola Ave
Kingsport, TN 37660

Dear Mrs. Waggoner:

This letter is to notify you of an in-house approval by the Historic Zoning Commission for the installation of a new architectural shingle roof, brownwood in color.

This approval is good only for the actions listed above. Any other new or additional changes will require review by the Commission. Thank you and we hope your project is a successful one.

Sincerely,



Corey Shepherd
Historic Planner

cc: File
Building Official





CITY OF KINGSPORT, TENNESSEE

September 3, 2015

RE: In-house Approval

Mrs. Debbie Waggoner
426 W Sullivan Street
Kingsport, TN 37660

Dear Mrs. Waggoner:

This letter is to notify you of an in-house approval by the Historic Zoning Commission for the installation of a new architectural shingle roof, brownwood in color.

This approval is good only for the actions listed above. Any other new or additional changes will require review by the Commission. Thank you and we hope your project is a successful one.

Sincerely,

Corey Shepherd
Historic Planner

cc: File
Building Official

